City of Chattanooga

Department of Neighborhood Services and Community Development
2007-08 Neighborhood Partners Program
PROJECT PROPOSAL GUIDELINES

"Nothing is more essential to a healthy city than healthy neighborhoods. People must have confidence and feel comfortable in surroundings where they invest their lives and livelihoods most directly."

Mayor Ron Littlefield

PURPOSE

The purpose of the Neighborhood Partners Program (NPP) is to provide assistance to neighborhood projects that substantially, positively, and measurably impact the community.

ELIGIBILITY

Neighborhood associations or civic organizations located within the Chattanooga city limits.

New applicants or awardees that have completed their Department of Neighborhood Services and Community Development funded projects are eligible to apply. An organization may submit only one proposal for one project. Project period is January 1, 2008 – December 1, 2008. **The City is not responsible for funding any project beyond December 1, 2008.**

Faith-based organizations are not eligible for direct funding, however eligible applicants may partner with faith-based organizations on selected projects. Private businesses and governmental entities are ineligible for funding.

Proposals are due Thursday, September 27, 2007, 4:00 p.m. Applicants should submit **one (1) original and nine (9) copies** of the completed application. **Bind applications with paper clips**. **Do not staple applications**. **Proposals received after the deadline will not be considered**.

TECHNICAL ASSISTANCE WORKSHOPS (REQUIRED)
Applicants are **required** to attend a Technical Assistance Workshop. This workshop provides applicants the opportunity to ask specific questions regarding project proposals. Technical Assistance Workshops will be held on the following dates in **City Hall, 3rd Floor Training Room, 101 E. 11th Street.**

Please plan to attend one of these sessions:
- **Session 1 (Evening):** Thursday, August 23, 2007 at 6PM – 8PM
- **Session 2 (Morning):** Thursday, August 30, 2007 at 10AM – 12 noon
- **Session 3 (Morning):** Thursday, September 13, 2007 at 10AM -12 noon
- **Session 4 (Evening)**: Thursday, September 13, 2007 at 6PM – 8PM

Paid parking is available at metered spaces around City Hall or at Warehouse Row parking garage

Parking during EVENING SESSIONS is available AT NO CHARGE in parking spaces located in City Hall parking lot.

PROJECT APPLICANTS MUST:

- Attend a Technical Assistance Workshop.
- Complete and submit the current application according to the guidelines.
- Address a priority need that benefits the neighborhood and is inclusive of all sectors within the neighborhood.
- Demonstrate significant participation from association members by **developing and implementing project through a project team** *(See Project Team description and responsibilities below).*
- Encourage neighborhood residents and stakeholders to participate in the development of the project.
- Attend an interview with an independent selection committee to present project and answer questions.
- Secure all necessary permits, clearances, and supporting documentation from applicable City departments.
- Applicant may be required to pay certain permit fees related to project implementation.
- Provide a Letter of Commitment from all organizations listed as a project partner.

If awarded funding, applicants and recipients must:

- Sign an agreement with the City **prior to beginning the project**.
- Commit to a time line and benchmarks for all projects and activities. **(No exceptions)**
- Secure Temporary Use Permits, if required. The application fees associated with the permit are the responsibility of the awardee.
- Beautification projects that will require a Temporary Use Permit by the City will need to be completed immediately following the agreement signing, as not to delay project progress.
- Agree to coordinate project activities with assigned department staff.
- Agree to ongoing project performance evaluation, as appropriate.
- Offer recognition to the City and the Department of Neighborhood Services and Community Development in all public statements and media releases regarding awarded projects.
- **Expend no funds**; *no person shall be reimbursed for any unauthorized expenditure*s. **Expending funds before authorization by Department Administrator (or designee) shall result in forfeiture of funding.**

Project Team: The Applicant is required to form a project team consisting of at least four members of the neighborhood association / organization who will be responsible for managing the project. The project team will be required to provide a written project summary to document the achievements of the project. The team should also be available to provide a verbal presentation of the accomplishments to city officials, if requested.

EXAMPLES OF THE TYPES OF PROJECTS ELIGIBLE FOR FUNDING
Below are examples of projects for which funding may be requested.
(Examples are not intended to exclude other possible projects except as noted.)

Neighborhood Development:

- Projects promoting harmony, respect, understanding, and appreciation for intergenerational and/or multicultural diversity.
- Neighborhood identity programs such as banners that exclusively identify a neighborhood
- Neighborhood or community – based training programs; community building
- Activities focusing on neighborhood histories
- Projects that increase membership and/or capacity of the association / organization to have a positive effect on the community
- Public school partnership projects-pilot or start-up programs that directly benefit a public school and its immediate neighborhood, such as after-school programs
- Adult or family literacy projects
- ESOL (English as a Second Language) Classes
- Youth career preparation programs
- Day field trips, however the funded organization must provide written verification that carriers are fully insured and submit hold harmless confirmation releasing the City from all liability.

Neighborhood Safety:

- Projects that focus on issues of neighborhood safety.
- Programs or services designed to sustain or improve the health, safety, or welfare of neighborhood residents.
- Projects to involve youth in crime reduction and safety improvement activities.

Neighborhood Beautification:

- Beautification, tree planting, and/or landscaping to improve the appearance of blighted areas and open spaces.
- Neighborhood clean-ups and educational programs to enhance community pride and cleanliness.
- Development of neighborhood passive parks or community gardens to be maintained by the neighborhood.

PROJECTS THAT ARE NOT ELIGIBLE FOR FUNDING:

- Gateways and community marker structures.
- Infrastructure projects eligible for funding under City or County capital improvement programs (e.g., sidewalks, streetlights, road improvements, etc.)
- Projects requiring personnel costs.
- Projects requiring ongoing funding or multi-year projects.
- Projects that duplicate an existing private or public program.
- Projects that include out of town field trips and overnight activities.
- Startup costs for businesses.
- Projects erected or conducted on privately owned land.

PROJECTS THAT ARE <u>NOT</u> ELIGIBLE FOR FUNDING (continued):
- Playgrounds and related equipment.
- Landscaping equipment (lawnmowers, weedeaters, etc)
- PCs, laptops, printers, fax machines, and other related office equipment.
- Neighborhood association meeting supplies/refreshments/food.
- Neighborhood festivals.
- Any type of wearable apparel.
- Neighborhood association incorporation or tax-exempt application.
- Projects that conflict with City policy.

2007-2008 FUNDING LIMIT AND MATCH REQUIREMENT

The maximum amount awarded to an organization is $7,000. All applicants are required to provide a <u>ten percent (10%) cash match</u> based on funding award to be used towards the completion of an approved project. For example, an award of $1,000 requires a cash match of $100. The recipient will be required to pay the match, in advance of the City expending any funds, and provide the Department of Neighborhood Services Department and Community Development with a copy invoice of the expenditure.

<u>PROPOSED PROJECTS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA:</u>

As you plan your project and write your application, keep these criteria in mind and be sure that your application addresses each.

Project Description - Projects should be described briefly; outlining the activities needing to be completed for successful project implementation.

Project Impact – Projects should clearly and measurably benefit the community by improving the neighborhood quality of life through organizational development, beautification, education, economic development, or other enhancement(s).

Project Capacity – Projects should be designed relative to the organization's ability to adequately staff and implement the scope of work, including the adequacy and appropriateness of the proposed budget.

Project Neighborhood / Community Involvement and Partnerships – Projects should significantly involve residents in design, implementation, and evaluation of grant. Projects should be reflective of the diverse population residing in the neighborhood and include support from organizations within the targeted area. These may include faith-based, non-profit, and civic organizations that have a vested interest in the community and in project implementation.

Project Sustainability – Projects should be well structured and should present a plan for sustainable development and long-term growth.

Project Evaluation Method – Projects should include a process to measure its effectiveness in the community.

PLEASE MAIL OR DELIVER COMPLETED PROPOSALS TO:

Darius L. Swoope, Grants Specialist
Department of Neighborhood Services and Community Development
City of Chattanooga
101 East 11th Street
City Hall, Suite 200
Chattanooga, Tennessee 37402

FOR ADDITIONAL INFORMATION OR TECHNICAL ASSISTANCE, PLEASE CONTACT:

Darius L. Swoope, Grants Specialist
Department of Neighborhood Services and Community Development
City of Chattanooga
101 East 11th Street
City Hall, Suite 200
Chattanooga, Tennessee 37402
Phone (423) 425-3700

SHOULD YOU NEED INDIVIDUALIZED HELP DURING THE APPLICATION PROCESS, YOU MAY CONTACT A NEIGHBORHOOD RELATIONS COORDINATOR AT 425-3700.

Funded Projects will be announced December 2007.